



Changes in the Local Government Schedule

CATEGORY	SERIES TITLE
ACCOUNTING	Deposit Slips and Reconciliations - retention changed to 5 years Vouchers - schedule removed
ADMINISTRATION	Code Violations - schedule added Daily Broadcast Logs - retention changed to 2 years Daily/Monthly Activity Reports - retention changed to 2 years DCA Mandated Surveys - schedule added Open Records Act Requests and Correspondence - retention changed to 5 years Report, Periodic - name changed to "Periodic Reports"
ADMINISTRATIVE SUPPORT	Certified Mail Logs - schedule added
LEGAL	Child Support Enforcement Case Files, District Attorneys - schedule added Child Support Undocketed Case Files, District Attorneys - schedule added Dismissed Misdemeanor and Misdemeanor Traffic Case Files - schedule added Felony Case Files, District Attorneys - schedule added Misdemeanor and Misdemeanor Traffic Case Files, District Attorneys - schedule added Uniform Reciprocal Enforcement of Support Act (URES A) Case Files, District Attorneys - schedule added
PAYROLL	Deduction Authorizations - retention changed to 4 years



THE GEORGIA ARCHIVES

Karen Handel, Secretary of State
David W. Carmicheal, Director

CATEGORY**SERIES TITLE****PAYROLL**

Direct Deposit Records - schedule added
Garnishments - retention changed to 4 years after release from garnishment
Periodic Tax Reports - retention changed to 4 years
Salary and Wage Records - retention changed to 4 years after the end of fiscal year
Wage and Tax Statements (W-2) - schedule added

Withholding Allowance Certificates

PERSONNEL

Accident Reports - retention changed to 2 years
Affirmative Action Plans - retention changed to
Applications for Employment, Unsolicited or Incomplete - retention changed to Retain for Useful Life
Background Surveys - retention changed to 7 years
Contracts, Employee - schedule moved to Accounting
Converted Personal Leave Request - schedule added
Drug Testing Records - retention changed to Positives and Refusals: 5 years; Negatives and Cancelled: 2 years
Employee Personnel Files, Temporary Staff - Retention changed to 7 years after no longer employed
Employee Retirement Contribution Reports - schedule moved to Payroll
Employee Retirement Records, Inactive - retention changed to 7 years after benefits end
Equal Employment Opportunity Commission (EEOC) Charges - schedule added
Family Medical Leave Case Files - retention changed to 3 years
Georgia Commission on Equal Opportunity (GCEO) Reports - schedule added
Job Training Partnership Act (JTPA) Client Program Files, Closed - schedule removed
Job Training Partnership Act (JTPA) Ineligible/Not Selected Applications - schedule removed
Leave Records - retention changed to 3 years
Official Bond and Oath - schedule moved to Accounting
Pre-employment Assessments, Not Hired - retention changed to 2 years
Retirement Incentive Program Records - retention changed to 6 years

CATEGORY	SERIES TITLE
PERSONNEL	<p>Training Records - retention changed to 7 years</p> <p>Unemployment Compensation Records - schedule moved to Payroll</p> <p>Work Schedules - title changed to Work Schedules and Timesheets</p> <p>Workers' Compensation Claims, Closed - retention changed to 4 years and settlement of all claims due</p> <p>Worker's Permits - retention changed to Return to issuing officer (school board) after termination or failure to appear for 30 days</p>
PROPERTY	Blueprints and Specifications, As-Built - schedule added
RECORDS MANAGEMENT	Records Requests - retention changed to 5 years
COURTS—JUVENILE	New category
COURTS—MAGISTRATE	New category
COURTS—PROBATE	New category
COURTS—SUPERIOR & STATE	New category
EDUCATION	<p>After-School Program Records - schedule added</p> <p>Attendance Reports - schedule removed</p>
ELECTIONS	<p>Campaign Financial Disclosure Reports - County Offices/Referendums, Superintendent's Copy - retention changed to 5 years</p> <p>Campaign Financial Disclosure Reports, Municipal Authority - retention changed to 5 years</p> <p>Challenge Qualifications to Electors - retention changed to 2 years after removal or rejection from list</p>
HEALTH SERVICES	<p>Adult Client Health Records - schedule added</p> <p>Child Client Health Records - schedule added</p>

CATEGORY	SERIES TITLE
HEALTH SERVICES	<p>Children's High-Risk Screening and Case Management Records (Babies Can't Wait, Children First) - schedule added</p> <p>Children's Medical Services Health Records - schedule added</p> <p>Immunization Consent Records - schedule added</p> <p>Immunization Records (Post-1996) - schedule added</p> <p>Immunization Records (Pre-1996) - schedule added</p> <p>Pregnancy-Related Services/Perinatal Case Management (PRS/PCM) Health Records - schedule added</p> <p>Scoliosis School Screening Records - schedule added</p> <p>Single-Encounter Health Records - schedule added</p> <p>Syphilis Records - schedule added</p> <p>Tuberculosis Records (Cases/Treatment) - schedule added</p> <p>Tuberculosis Records (Negative X-rays) - schedule added</p> <p>Tuberculosis Records (Positive X-rays) - schedule added</p> <p>Tuberculosis Records (Prophylaxis/Prevention) - schedule added</p> <p>Women, Infants, and Children (WIC) Health Records - schedule added</p>
LEGAL	New category
PERMITS	<p>Business License Citation Records - schedule added</p> <p>Business Licenses - schedule added</p> <p>Sign Permits for Permanent Signs - schedule added</p> <p>Residential Blueprints - schedule added</p>
PUBLIC SAFETY	<p>Animal Intake Reports and Logs - schedule added</p> <p>Animal Shelter Control Records - schedule added</p> <p>Animal Sterilization Citations and Reports - schedule added</p>

CATEGORY	SERIES TITLE
PUBLIC SAFETY	<p>Arrest Warrants, Open - retention changed to Murder warrants: 50 years; all others: 15 years</p> <p>Arrest Warrants, Recalled - schedule added</p> <p>Capital Felony Investigation Case Files - title changed to Criminal Investigation Case Files (Capital Felonies)</p> <p>Criminal Investigation Case Files (Felonies and Misdemeanors) - schedule added</p> <p>Criminal Trespass Notification - schedule added</p> <p>Felony Investigation Case Files - schedule merged into Criminal Investigation Case Files (Felonies and Misdemeanors)</p> <p>Fingerprint Reports from FBI - schedule added</p> <p>Incident Reports - title changed to Incident Reports (not duplicated in case file)</p> <p>Incident Reports (duplicated in investigative case file) - schedule added</p> <p>Incident Reports (not reported to GCIC) - schedule added</p> <p>Incident Reports (reported to GCIC) - schedule added</p> <p>Inmate Fund Account Records, Released - schedule added</p> <p>LEDS Warrant Worksheets - schedule added</p> <p>Misdemeanor Investigation Case Files - schedule merged into Criminal Investigation Case File (Felonies and Misdemeanors)</p> <p>Proof of Rabies Vaccination - schedule added</p> <p>Sex Offender Registration Records - schedule added</p> <p>Video Tapes, Mobile - retention changed to Retain tapes containing arrests for 5 years; retain all other tapes until no longer useful</p>
TAXATION	Gas Tax Report - schedule added
TRANSPORTATION	Airfield Safety Inspection Reports - retention changed to 1 year
ENTIRE SCHEDULE	New column added - "Special Instructions"